

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**

**JOB OPPORTUNITY**

**FISCAL ADMINISTRATIVE ASSISTANT #OC23525**

**OFFICE OF THE COMMISSIONER  
FISCAL SERVICES BUREAU**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on the current exam list for Fiscal Administrative Assistant  
**Location:** Connecticut Valley Hospital/Havilland Hall, Middletown, CT  
**Job Posting No:** OC23525  
**Schedule:** Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week  
**Salary Range:** \$52,593.00 - \$66,923.00  
**Posting Date:** November 21, 2013      **Closing Date:** November 27, 2013

**Eligibility Requirement:**

Candidates must have applied for and passed the **Fiscal Administrative Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties include:** The duties of this FAA position include processing Receipts and Vouchers in the CORE-CT Financial Module for Purchase of Service and Personal Services Agreement contract payments; processing vouchers for medical and other non-Purchase Order payments including Transfer Invoices from other State Agencies; maintaining various data bases to track contract and medical payments; processing W-9 and SP-26 forms to get new vendors into CORE-CT as well as to perform vendor maintenance; responding to Vendor questions regarding payments.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

DMHAS/Office of the Commissioner  
Human Resources 4<sup>th</sup> Floor  
410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697  
[Edra.Knight@ct.gov](mailto:Edra.Knight@ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(P-5)**